



# AGENDA STAFF REPORT

Control: 26001407

**MEETING DATE:** 06/09/2026

**LEGAL ENTITY TAKING ACTION:** Board of Supervisors

**BOARD OF SUPERVISORS DISTRICT(S):** All Districts

**SUBMITTING AGENCY/DEPARTMENT:** OC Community Resources

**DEPARTMENT CONTACT PERSON(S):** Dylan Wright, 714-480-2788  
Renee Ramirez, 714-480-6483

**SUBJECT:** Renewal of Elderly Nutrition Program Contracts

CEO CONCUR	COUNTY COUNSEL REVIEW	CLERK OF THE BOARD
Concur	Approve agreement to form	DISCUSSION
		3 Votes Board Majority

<b>Budgeted:</b> N/A	<b>Current Year Cost:</b> N/A	<b>Annual Cost:</b> FY 2026-27 \$12,185,296
<b>Staffing Impact:</b> No	<b>Funding Source:</b> FED (Older Americans Act): 59%, State (Older Californians Act): 41%	<b>Sole Source:</b> No
<b>Current Fiscal Year Revenue:</b> N/A		<b>County Audit in Last 3 years:</b> No

**Levine Act Review Completed?** Yes

**Prior Board Action:** 5/20/2025 #52, 5/21/2024 #31

**RECOMMENDED ACTION(S):**

1. Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Five to Contract with Age Well Senior Services, Inc. for the Elderly Nutrition Program to renew the Contract in an amount not to exceed \$3,249,412, effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$9,837,222.
2. Authorize the County Procurement Officer or Deputized designee to execute Amendment Number Five to Contract with Community SeniorServ Inc., dba Meals on Wheels Orange County for the Elderly Nutrition Program to renew the Contract in an amount not to exceed \$8,935,884, effective July 1, 2026, through June 30, 2027, for a revised cumulative total amount not to exceed \$26,755,935.
3. Authorize the County Procurement Officer or Deputized designee to execute future amendments to the Contracts with Age Well Senior Services, Inc. and Community SeniorServ Inc., dba Meals on Wheels Orange County that either (1) are ministerial, non-material, or otherwise administrative in nature, program-specific and consistent with the original scope of work, as determined by the OC Community Resources Director or designee; or (2) increase the contract amounts up to the maximum annual

allocation awarded by the California Department of Aging for the contract terms, without further Board of Supervisors action; provided all amendments are in accordance with applicable County policies, California Department of Aging guidance or regulations and state contract terms.

4. Authorize the County Procurement Officer or Deputized designee to review and approve subsequent subcontractor requests as necessary, pursuant to section 3.3-130 of the Contract Policy Manual, without further Board of Supervisors action, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract, the addition of a subcontractor does not affect the overall scope of work, and the addition of the subcontractor does not increase the Contract’s not to exceed amount.

**SUMMARY:**

Approval of Amendment Number Five to renew Contracts with Age Well Senior Services, Inc. and Community SeniorServ Inc., dba Meals on Wheels Orange County will ensure continued provision of mandated nutritional meals and social activity opportunities that will be provided to allow older adults in Orange County to live independently.

**BACKGROUND INFORMATION:**

The California Department of Aging (CDA) provides funding for Older Americans Act (Title III) programs and services to OC Community Resources/Office on Aging (OCCR/OoA to administer the Title III Elderly Nutrition Program (ENP), which offers Congregate Meals and Home-Delivered Meals for adults age 60 years and older.

On July 26, 2023, OCCR/OoA released a Request for Proposals (RFP) via the County’s online bidding system to solicit proposals from interested parties to provide ENP Services. The RFP evaluation panel recommended award of the ENP Contract for both the Congregate Meals Program and Home-Delivered Meals Program to Age Well Senior Services, Inc. (AWSS) and Community SeniorServ Inc., dba Meals on Wheels Orange County (MOWOC).

On May 20, 2025, and May 21, 2024, the Board of Supervisors (Board) approved prior contract actions related to these ENP services as referenced in the tables below.

**Prior Actions - Age Well Senior Services, Inc.**

<b>Board Meeting Date</b>	<b>Contract or Amendment Number</b>	<b>Contract Term</b>	<b>Maximum Obligation</b>	<b>Action</b>
May 21, 2024	Contract No. MA-012-24011119	July 1, 2024 - June 30, 2025	\$3,002,919	Board approved.
N/A	Amendment One	July 1, 2024 - June 30, 2025	\$3,303,168	Administratively executed to increase Contract amount by \$300,249 and update attachments.
May 20, 2025	Amendment Two	July 1, 2025 - June 30, 2026	\$6,639,202	Board approved contract renewal in the amount of \$3,336,034.

N/A	Amendment Three	July 1, 2025 - June 30, 2026	\$ 6,541,098	Administratively executed to decrease Contract amount by \$98,104 and update attachments.
N/A	Amendment Four	July1, 2025 – June 30, 2026	\$6,587,810	Administratively executed to increase Contract amount by \$46,712 and update attachments.

**Prior Actions - Community SeniorServ Inc., dba Meals on Wheels Orange County**

<b>Board Meeting Date</b>	<b>Contract or Amendment Number</b>	<b>Contract Term</b>	<b>Maximum Obligation</b>	<b>Action</b>
May 21, 2024	Contract No. MA-012-24011120	July 1, 2024 - June 30, 2025	\$8,206,188	Board approved.
N/A	Amendment One	July 1, 2024 - June 30, 2025	\$9,042,072	Administratively executed to increase the Contract amount by \$835,884 and update attachments.
May 20, 2025	Amendment Two	July 1, 2025 - June 30, 2026	\$18,173,956	Board approved Contract renewal in the amount of \$9,131,884.
N/A	Amendment Three	July 1, 2025 - June 30, 2026	\$17,622,255	Administratively executed to decrease Contract amount by \$551,701 and update attachments.
N/A	Amendment Four	July1, 2025 – June 30, 2026	\$17,820,051	Administratively executed to increase Contract amount by \$197,796 and update attachments.

**Scope of Services**

The Congregate Meals Program provides nutritional meals in a congregate setting, usually at a senior or community center. Additionally, the ENP provides nutrition education and nutrition risk screening, to address dietary needs and social isolation. The Home-Delivered Meals Program provides a nutritional meal, nutrition education and nutrition risk screening to eligible individuals who are frail, homebound due to illness or disability or otherwise isolated at the participant’s residence.

The To-Go Meals and Restaurant Option Meal programs are optional service models within ENP. These programs are supported by Modernizing Older Californian Act funds and are available through March 31, 2029. To-Go Meals are picked up by clients or delivered to clients who are not comfortable dining in a congregate meal setting. The Restaurant Option Meal program provides older adults with vouchers for meals at licensed food service establishments and are eaten either at the food service location or taken home.

**Performance Measures – Elderly Nutrition Program**

Additional strategies are in place for those performance measures that were behind as of the last available monthly data. The table below provides year-to-date performance and service unit goals for the renewal year for both contractors.

**FY 2025-26 YTD Performance & FY 2026-27 Proposed Service Unit Goals**

<b>Contractor Name</b>	<b>Performance Measure</b>	<b>Current Service Units Goal (July 2025 - June 2026)</b>	<b>Year-to-Date Performance Service Units (July 2025 - March 2026)</b>	<b>Year-to-Date Performance Percentage (July 2025 - March 2026)</b>	<b>Proposed Goals (July 2026 - June 2027)</b>
Age Well Senior Services, Inc.	Congregate Meals	80,250	73,488	92% On track to meet	80,250
	Home Delivered Meals	407,000	318,708	78% On track to meet	407,000
	To-Go Meals	15,000	7,818	52% Strategizing to meet*	12,500
Community SeniorServ Inc., dba Meals on Wheels Orange County	Congregate Meals	230,709	181,231	79% On track to meet	230,709
	Home Delivered Meals	492,381	368,153	75% On track to meet	492,381
	To-Go Meals	10,936	6,509	60% Strategizing to meet**	16,600
	Restaurant Option***	7,986	5,472	69% On track to meet	10,857

\*AWSS has adjusted their outreach and increased delivery frequency to interested participants to onboard more participants and increase the number of meals provided to meet FY performance. They have indicated that they are confident they will reach the contract goal with these adjustments.

\*\* Performance will increase over the remaining months with the addition of new community partners as this will increase the number of locations where To-Go meals are served, reaching more individuals.

\*\*\*RO is an optional program provided only through MOW.

OCCR/OoA has contracted with a County vendor to launch a Call for Innovations to broaden outreach and encourage additional qualified providers to participate in future ENP contracting opportunities before the next renewal period. This effort aligns with the Board’s direction to promote competition and innovation. while maintaining the stability, experience and high standards that have characterized the program to date.

OCCR/OoA is now requesting Board approval to execute Amendments Number Five to renew Contracts with AWSS (Attachment A) and MOWOC (Attachment B) for terms effective July 1, 2026, through June 30, 2027. The not-to-exceed Contract amounts, \$3,249,412 and \$8,935,884 respectively, are estimates based on the previous year allocations. An amendment will be executed for each Contract once the actual allocation is received from CDA. Per the California Code of Regulations, contract awards are limited to a one-year period with a maximum of three additional one-year renewals; the FY 2026-27 term is the second one-year renewal.

OCCR/OoA is also requesting delegated authority to execute future amendments to the Contracts with the contractors that are ministerial, non-material or administrative, program-specific and consistent with the original scope of work as determined by the OCCR Director, or designee, in accordance with applicable County policies, CDA guidance or regulations, state contract terms, and/or increase the Contract amounts up to the maximum annual allocation from the CDA for the term of the Contract.

In addition, OCCR requests delegated authority for the County Procurement Officer or a Deputized designee to review and approve future subcontractor requests pursuant to section 3.3-130 of the Contract Policy Manual, provided the County Procurement Officer or Deputized designee performs the required due diligence and establishes that the proposed subcontractor is qualified to perform services under the Contract(s), and the addition of a subcontractor does not affect the overall scope of work or increase the Contracts' not to exceed amount

Contractors' performance under these Contracts has been confirmed as satisfactory. OCCR/OoA has verified there are no concerns that must be addressed with respect to the contractors' ownership/names, litigation status or conflicts with County interests. The appropriate due diligence has been conducted and these non-profits have been verified to be in good standing. The Orange County Preference Policy is not applicable to this Contract amendment.

The Contracts with AWSS and MOWOC include subcontractors. See Attachment C for Contract Summary Forms. Due to the nature of the services and program needs, the addition of subcontractors may become necessary and may require prompt approval. Under the terms of the Contracts, any request to add subcontractor(s) must receive prior written approval from the County Procurement Officer or deputized designee. If a request to approve a subcontractor would affect the overall scope of work and/or Contract amounts, in excess of the Contracts' not to exceed amount or otherwise fall outside the scope of the authority granted, OCCR/OoA will bring the item back to the Board for approval.

**FINANCIAL IMPACT:**

Appropriations for the Contracts will be included in OCCR Budget Control 012 FY 2026-27 Budget.

The proposed Contracts include a provision stating the Contracts are subject to, and contingent upon, applicable budgetary appropriations approved by the Board for each fiscal year during the term of the Contracts. If such appropriations are not approved, the Contracts may be terminated with 10 days' notice without penalty to the County.

**STAFFING IMPACT:**

N/A

**REVIEWING AGENCIES/DEPARTMENTS:**

N/A

**ATTACHMENTS:**

- Attachment A - Amendment Number Five to Contract No. MA-012-24011119 with Age Well Senior Services
- Attachment B - Amendment Number Five to Contract No. MA-012-24011120 with Community SeniorServ Inc.
- Attachment C - Contract Summary Forms